

SDMS US EPA REGION V -1

**SOME IMAGES WITHIN THIS
DOCUMENT MAY BE ILLEGIBLE
DUE TO BAD SOURCE
DOCUMENTS.**

TO: R. E. Howard

DATE: September 29, 1982

SUBJECT: Emergency Plan and Headcount
Reporting

REFERENCE:

cc: E. Valentine
S. Smythe
H. Rivet
A. Johnston
Zone A Supervisor

TO: Chlorobenzene Personnel

The plantwide procedures for headcount reporting have been revised. It is important that each employee understands what actions he/she should take during an emergency in order to minimize the chance of personnel injuries. The headcount procedure is particularly vital to insure that rescue efforts are initiated for persons who are actually missing and to avoid needless and potentially hazardous searches for people who are safe but have failed to report.

A plant emergency will be signalled by five short blasts on the plant whistle repeated five times. When this occurs, the following action should be taken:

1. Each operator should conduct an orderly shutdown as instructed on the back of the night sheet.
2. The E-Still operator should report to the Fire Department duties as required. He will be accounted for by the Fire Department headcount coordinator. If there is no fire whistle, the E-Still operator is to report to the department primary assembly point. All other personnel should report to the primary assembly point (primary assembly point - west of foreman's trailer). On day shift Monday through Friday, the foreman or supervisor will take a headcount and report in to the Emergency Control Center (Station 2650 on days). On weekends and off shifts, the Department 218 operator will take the headcount and report in (Station 2660). You should remain at this assembly point until given further instructions.
3. If fire, fumes, or other hazardous conditions prevent you from reporting to the primary assembly area, you should go to the secondary assembly point which is south of the Department 221 cooling tower. Headcount and other procedures are the same as for the primary assembly area.

CER 089451

4. If conditions prevent you from reaching either of these points, you should report to the main parking lot where a headcount coordinator will account for you. The primary principle is that the Emergency Control Center is notified of your whereabouts.

You should be familiar and be ready to implement these emergency actions at any time. If you have questions concerning these procedures, your foreman or I will be happy to discuss them with you.

Bob

R. E. Howard

skg

CER 089452

CHLOROBENZENE AREA
PROTECTIVE EQUIPMENT REQUIREMENTS

A. Minimum Protective Equipment

The minimum protective equipment required for all personnel (both hourly and salaried) working in Zone A will be:

1. Hard hat
2. Safety glasses
3. Carrying an approved respirator
4. Safety shoes

B. Additional Protective Equipment Requirements

Respirator/Rubbers or Rubber Overshoes --

1. Clean up of benzene or benzene contaminated spills.

Respirator/Rubber Gloves/Apron --

1. Sampling benzene or any stream containing benzene
2. Sticking benzene containing tanks.

Respirator/Rubber Gloves/Rubbers or Rubber Overshoes/Apron --

1. Pigging or pulling the pig.
2. Unloading benzene cars or trucks.
3. Making benzene - water separations.

Respirator/Goggles/Face Shield/Apron/Rubbers or Rubber Overshoes ---

1. Breaking into lines, pumps, or other equipment which may contain benzene or be contaminated with benzene.

Rubber Gloves ---

1. When handling PCB blocks.

C. Respirators Used Chlorobenzene Area

1. Purifying Respirators for Organic Vapors and Acid ---

1. 3-M Brand (disposable) Organic Vapor/Acid Gas Respirator, No. 8725.

CER 089453

CHLOROBENZENE AREA
PROTECTIVE EQUIPMENT REQUIREMENTS

C. Respirators Used Chlorobenzene Area Cont'd.

1. Norton Respirator with 1400 3L cartridges for Organic Vapors/Acid Gases.
2. Full Face Organic Vapor Gas Mask (MSA).
3. Purifying Respirators for Chlorine --
4. Wilson Respirator with R-25 cartridges.
- Emergency Escape Apparatus --
1. Robert-Shaw Air Capsule.

CER 089454